

개인 및 가족 서비스 프로그램 요청 명단 – 무자격  
Individual and Family Services Program Request List – Not Eligible

수혜자/의뢰인 이름 및 주소

수혜자/의뢰인 대리인의 이름 및 주소

저희 서류철에 의하면 귀하는 개인 및 가족 서비스 프로그램(IFSP)을 통해 제공되는 서비스 수혜자격 기준에 부합하지 않습니다. 수혜자격 기준은 WAC 388-832-0015 및 WAC 388-832-0060 에 설명되어 있습니다(사본 동봉). DDD 는 귀하가 이 기준에 부합하지 않기 때문에 귀하의 이름을 IFSP 요청명단에서 삭제해야만 합니다.

위에 언급된 **WAC** 에 따라 개인 및 가족 서비스 프로그램 수혜자격에 부합하다고 생각하시면 \_\_\_\_\_까지 귀하의 케이스 매니저에게 연락해 주십시오. 이 날짜까지 귀하의 케이스 매니저에 연락을 하지 않으시면 DDD 는 귀하가 이 프로그램을 통해 제공되는 서비스를 받는데 관심이 없으신 것으로 간주하고 귀하의 이름을 IFSP 요청 명단에서 삭제할 것입니다.

감사합니다.

---

케이스 자원 매니저

전화번호

이메일 주소

- 동봉물:
1. WAC 388-832-0015 및 WAC 388-832-0060(2) 본문
  2. DSHS 22-038 책자

**(FOR DSHS USE ONLY)**

**Instructions For the Individual and Family Services Program Request List Removal Letter – Not Eligible**

**When is this form letter used?**

This form letter is used to notify the client and the NSA client representative his/her name will be removed from the IFSP Request List when it has been determined the client is not eligible for the IFS Program.

**Who will complete this form letter?**

The Case Manager (CM) will complete this form letter. The CM will include the date the letter was mailed to the client and the NSA, sign the letter, and include their telephone/e-mail contact information.

**Who will be sending this form letter?**

The Case Manager will mail this letter to the client and the NSA.

**What is sent with this form letter?**

The Case Manager will print and include the full text of both WACs and the IFSP Brochure. (See "Enclosures" at the bottom of the form letter).

**What happens if the client or the NSA does not contact the Case Manager by the date specified in the letter?**

If the client or the NSA does not contact the case manager by the specified date, the client will be removed from the IFSP Request List.

**How does the Case Manager determine the specific end date for the client to respond?**

The date at the top of the letter is the date the Case Manager mailed the letter. The specified end date for the client to respond is ten (10) calendar days from the date the letter was mailed.

**What happens if the client or the NSA contacts the Case Manager by the date specified in the letter to dispute the decision of "not eligible" for IFSP?**

Unless there is new information that verifies eligibility, the client's name will be removed from the IFSP Request List.

**Does the Case Manager need to send a Planned Action Notice in order to remove the client from the IFSP Request List?**

- If the client and NSA received a Denial PAN when the request for IFSP services was first made then no new PAN is needed. The client already received the right to appeal the denial of the service.

**OR**

- If the Denial PAN for the request of IFSP services was never given to the client and the NSA the Case Manager must send a Denial PAN for IFSP. The form letter is only for the purpose of notifying the client his/her name will be removed from the Request List.

**Where does the Case Manager file a copy of this IFSP Request List removal letter?**

This is an official department notice. A copy of the letter is placed in the legal section of the client's case file.